

**COUNTY OF LOUDOUN
FIRE-RESCUE COMMISSION
16600 Courage Court
Leesburg, Virginia 20175
(703) 777-0333**

Commission Meeting

30 March 2004

Classroom # 2

I. Call To Order: 7:00 p.m.

Commissioner I. Buchanan:	Present	Supervisor Clem	Excused
Commissioner M. Buchanan:	Present	LCFR Chief Griffin	Excused
Commissioner Habib:	Present	Medical Director Sabella	Excused
Commissioner Love:	Present	EMS Chair Leo Kelly	Present
Commissioner Muller:	Present	Fire Chair Cunningham	Absent
Commissioner Rambo:	Present		

Others: Deputy Chief Pat Brandenburg (LCFR), Deputy Chief Jay Brown (LCFR), PIO Mary Maguire (LCFR), Chief Randie Moline (LCFR), Deputy Chief Matt Partlow (LCFR), Acting Battalion Chief Mike Ryan (LCFR), Communications Manager, Patty Turner (LCFR), Chief Fire Marshall Jeff Flippo (LCFR), Ms. Bridget Bangert (Loudoun County BOS Aide), Ms. Kay Parker (Co.6), Assistant Chief Gary Corpuz (Co.6), Deputy Chief Marty Mantell (Co.1), Mr. Ed Peters (Co.3), President Bill Wilkinson (Co.14), President Chris Kerkstra (Loudoun Career Firefighters Association), Vice President Rick DiZerega (Co. 1), President PJ Azzolina President (Co.15/25), President Steven Porter (Co. 13), President David Ayres (Co. 6), President Mike Kalasanckas (Co.9/19), Mr. Glenn Dell (Co.5), Chief Bill McGann (Co. 5), Mr. Jack Merritt (Co. 14), and Mr. Dan Telvock of *Leesburg Today*.

I. SPECIAL PRESENTATIONS: None

II. PUBLIC COMMENTS:

Ms. Kay Parker, the Retirement Points Chairperson for Ashburn Fire and Rescue, addressed the Commission about retirement credit for station stand-bys. Ms. Parker stated that Ashburn has been granting a single point to members for responding to the station even though they do not respond to an emergency incident (call point). Ashburn has been advised that credit should not be granted for the incident response, but may be granted if the individual remains at the station available for duty (duty hour). Ms. Parker advised that the company was not aware that they were not following retirement credit policy correctly.

Commissioner Rambo requested that the Commission defer discussion until Discussion Topic #11.

III. COMMISSIONER COMMENTS:

Commissioner I. Buchanan: None

Commissioner M. Buchanan: None

Commissioner Habib: None

Commissioner Love: None

Commissioner Muller: Commissioner Muller stated his appreciation for those who attended and supported the Commission Staffing Workshop on 8 March. He approved the draft minutes and asked that they be distributed.

Commissioner Rambo: Commissioner Rambo advised that both Chief Griffin and Assistant Chief Brown are not able to attend the Commission meeting this evening due to schedule conflicts.

LCFR Chief Griffin: Excused

Supervisor Clem: Excused

IV. DEPARTMENT REPORT:

1. Department of Fire and Rescue Services – B. Griffin

None.

2. Operations – P. Brandenburg

Deputy Chief Brandenburg advised the Operations staff has been busy addressing budget questions for the Board of Supervisors. In addition, DC Brandenburg advised that staff met with the Fire Council to discuss the NOVA manuals and the report prepared by CAD Analyst Mike Carter. A copy of the Mr. Cater's report has been distributed to the Commission to review.

3. Fire Marshal – J. Flippo

Chief FM Flippo advised of ongoing construction problems in the South Riding area. At one project site, oversized steel "I" beams are cut after the installation of drywall. Nearby combustibles are ignited and several houses have been damaged to date. FM Flippo noted that he has discussed this issue with several builders in order to encourage them to cut beams before substantial completion of drywall.

FM Flippo advised the Commission that he met with the County School Board Administration to review their current bomb threat policy due to the recent incidents at Stone Bridge High School.

4. Communications – M. Partlow

Deputy Chief Partlow congratulated Communication's Dispatcher Ricky Alford for his assistance with the delivery of the baby of a Sheriff Deputy and his wife while they were enroute to the hospital.

DC Partlow stated that Communications is updating the channel map in the County's radio system. The update is needed as templates from adjacent counties are received and verified. The final template from Fauquier County has been received and will be programmed shortly.

DC Partlow advised that he is creating a policy that will address radio outages. And advised that the policy will be ready for review at next meetings of the EMS and Fire Councils.

DC Partlow advised that the transfer switch for the communications center's emergency power system has been replaced after a malfunction in the generator. He also advised that a bypass was installed in the uninterruptible power system (UPS).

DC Partlow stated that Communications is adding three channels to the County's radio system that were previously reserved for the State Police. The County has been advised that the State Police no longer requires the frequencies.

5. Training and Planning – H. Dawley

DC Dawley was excused.

6. Training – R. Moline

Captain Moline stated that the following classes have been completed:

- ALS Prep Class – 12 students
- EMT-Evaluator – 12 students
- EMT-Basic for Recruit Class – All students passed State exam
- Vehicle Extrication – Completion scheduled for 3 April

Course announcements have been distributed for the following classes:

- First Responder
- EMT-Enhanced Refresher
- EMT-ST to EMT-E Upgrade
- BLS Skills Verification
- AED / Combi-Tube
- BLS Protocols
- Firefighter I for the Recruit Class

The following classes are still underway:

- EMT-Basic – 23 students
- Firefighter I – 23 students
- Command Course – NOVA manuals under review

Captain Moline concluded that the EMS Council donated money to replace equipment needed for classroom training and that the Division continues to assist company chiefs with their in-station training programs.

COUNCIL REPORTS:

1. EMS COUNCIL – L. Kelly

Deputy Chief Jay Brown advised that Council Chairman Leo Kelly would provide an update regarding the squad truck standards later in the meeting.

2. FIRE COUNCIL – J. Cunningham

None

V. MEDICAL DIRECTOR REPORT – Dr. D. Sabella

DC Brown advised that Dr. Sabella thanks everyone for participating in the dedication of the Loudoun Hospital Centers' Emergency Department dedication last week. Dr. Sabella stated he was very honored to receive the recognition. DC Brown added that the revisions to the ALS Protocols will be distributed in April and will be posted on the Department's web site once they are complete. DC Brown also noted that Dr. Morgan is looking at quality assurance issues for Dr. Sabella.

VI. DISCUSSION TOPICS:

1. FRG Administration 3.0.2, Code of Conduct - Criminal and Traffic Offenses – D. Rambo

Commissioner Rambo advised that the DRAFT Code of Conduct – Criminal and Traffic Offenses was distributed for review in February. He advised that responses were received from several companies, including the Department, Ashburn, Loudoun Rescue, Arcola, and Sterling Rescue among others. Commissioner Rambo asked if a workshop and further discussion should be held on this subject and Commissioner Love suggested that the Commission move forward without further review.

Commissioner Rambo advised that he would accept comments for review until the 9 April and would finalize the guideline for review at the next Commission meeting.

2. Purcellville Rescue Grant Request – B. Wilkinson, President, Purcellville Rescue

Commissioner Rambo advised that a workshop was held on 15 March 2004 to address the Public Safety Committee's request for information about Purcellville

Rescue's station development project. The President of Purcellville Rescue, the President of Purcellville Fire, and the Town Manager and Mayor of Purcellville participated in the discussions.

The following topics were discussed:

- The planned budget for the project
- Site access and egress issues
- Clarification of proffer conditions that may inhibit the future introduction of career staff at Purcellville Rescue and
- Project alternatives, including combined station with Purcellville Fire

Commissioner Rambo noted that in order to meet the 45-day timeline of the Public Safety Committee, workshop participants agreed that the financial plan originally submitted by Purcellville Rescue to Rural Development, amended to identify areas of uncertainty, would be used. The Commission has not received a copy of the annotated plan.

Commissioner Rambo continued that Mr. George Phillips of Loudoun County's Transportation Department agreed to provide an assessment of the transportation issues associated with the site. The letter has been received by the Department and noted several areas of concern.

Mr. Robert Lohr, the Town Manager of Purcellville, agreed to address the clarification of proffer conditions with the grantor, Dr. Ferris of the Home School Legal Defense Foundation (HSLDF). Mr. Lohr noted that Dr. Ferris agreed that the introduction of career staff would not violate the intent of the proffer providing the property to Purcellville Rescue. A copy of Dr. Ferris' letter has not been received.

Commissioner Rambo stated that development of a joint fire and rescue station was discussed with Purcellville Fire and Purcellville Rescue. Both companies declined to participate in a joint station project, due to station development delays (Purcellville Rescue), current renovation planning (Purcellville Fire), and incompatible needs (both companies).

Commissioner Rambo suggested that the Commission consider endorsing Purcellville Rescue's need for a new station. Commissioner Rambo also suggested that the Commission not provide the Public Safety Committee with a recommendation regarding Purcellville Rescue's request for a \$600,000 grant due to the lack of financial information. Consideration of a recommendation was moved to an action item by consent of the Commission.

3. Status of FY05 Budget and Impacts - B. Griffin / M. Maguire

a. Fire and Rescue Impacts of Revised Budget

Commissioner Rambo advised that the County Administrator has provided enhancement recommendations for a \$1.11 tax rate. The Board selected the option that includes a \$15 million cut to the County schools as well as reductions for various departments. Despite the reductions, recommendations were made by various Supervisors to restore funding for Fire and Rescue. The

recommendations include:

- Proffer Replacement Funding - \$2,550,000
- Loudoun Rescue Squad/Leesburg Fire Truck Staffing - \$548,781
- Lucketts ALS Staffing - \$370,139
- Purcellville Fire Staffing (1/2 year) - \$313, 101
- Neersville Fire Staffing (1/2 year) - \$313, 101
- Lt. – Fire Marshal's Division - \$171,446
- Records Mgt & Admin Support - \$136,364
- Training Staff (2 EMS, 1 Fire, 1 Rescue) - \$368,218

PIO Mary Maguire advised that the Board has suggested that the Department reduce the FY05 budget by \$800,000 from the following categories:

- Overtime - \$322,000
- Operations and Maintenance - \$200,000
- Vehicle Replacement - \$200,000
- Professional development - \$55,000

PIO Maguire advised the Commission that additional cuts would have severe impacts on the Department. Information regarding the impact of the proposal will be presented to the Board at their next meeting on 1 April.

Commissioner Rambo expressed his appreciation to Supervisor Clem, Ms. Bangert, Chief Griffin, and PIO Maguire for all of their efforts preparing the budget and answering the Board's inquiries.

b. Plans for Budget Hearings

PIO Maguire advised that budget workshops are scheduled for 1, 3, and 5 April. The dates are tentative and the reviews may include various aspects of the fire and rescue budget and potential compensation package for employees.

c. Fire and Rescue Cellular Tax Fund

PIO Mary Maguire advised that the Board has proposed reducing the cellular phone tax fund by \$1.3 million to offset expenses on the County side. The fund is currently at \$2.8 million. This fund is different than the E911 tax.

d. Revolving Loan Fund

PIO Maguire stated that the Board of Supervisors voted unanimously to support the continued operation of the Revolving Loan Fund. The Board's proposed budget includes a beginning year balance of \$641,769, revenue totaling \$300,732 for FY05, for a net end of year fund balance of \$942,501.

4. Status of Board of Supervisors Actions – B. Griffin

a. Resolution of Appreciation for Hamilton Rescue Station

Commissioner Rambo reported that Resolution of Appreciation for Hamilton Rescue for their 40th anniversary would be presented to the Board of Supervisors for action in May.

5. Volunteer Eligibility for HOME Stretch Program – Jay Brown

Commissioner Rambo stated that the administrators of the County HOME Stretch Program have indicated that Fire-Rescue Volunteers are eligible to take part in this program. DC Brown advised that the program is based on a first come first serve basis.

6. Capital Facilities Programs and Issues

Commissioner Rambo advised that DC Dawley prepared a one-page summary of the status of current CIP programs for review by the Commission.

a. Station Partnership Proposal Discussions – H. Dawley / D. Rambo

Commissioner Rambo advised that he and DC Dawley met with Sterling Rescue, Sterling Fire, the Sterling Safety Center, Ashburn Fire and Rescue, Arcola Fire and Rescue, and Purcellville Rescue to discuss various station partnership alternatives. DC Dawley is preparing a summary from this meeting for discussion to the County Administrator. The draft will be provided to the Commission once complete.

b. South Riding Fire and Rescue Station - H. Dawley

The County expects 100% construction drawings by 9 April. Toll Brothers' site development engineers have recommended some modification to site civil drawings. A work session with the County architect's civil engineers and Toll Brothers is planned for the week of 5 April to resolve associated design issues. Solicitation for a general contractor is likely in April and May. The project remains on time.

c. Opening of Broadlands Temporary Fire and Rescue Station - H. Dawley

The County has signed a lease with MIE Properties for temporary station space in the Ashburn Technology Center. Applications for construction permits will be filed this week and a May or June opening date is planned. Ashburn Fire and Rescue has made a preliminary pledge of financial support for the station. The pledge includes the purchase of furnishings and equipment as well as a subsidy of annual operating costs.

d. Fire and Rescue Training Center Addition – H. Dawley

The Special Exception for the Training Center Addition is scheduled for the Planning Commission's 19 April public hearing. A revised 100% cost estimate has been received from Dewberry Design, reflecting an estimated \$250,000-\$300,000 shortfall in project budget. The shortfall is due to construction inflation from delays associated with Shellhorn property master planning and the increased cost of steel. Solicitation of a general contractor is expected to occur in

late April following site plan assessment and comment.

e. Station Renovation/Rehabilitation Study – H. Dawley

Heery has completed or scheduled visits for all 13 stations designated in the project's scope of work. All site visits will be completed by the second week in April and company briefings regarding the findings will occur about 30-45 days later.

f. Lucketts Station Septic Issue – H. Dawley

Repair work and tank replacement has been successfully completed.

7. N95 Mask Fit Testing – J. Brown / D. Rambo / L. Kelly

DC Jay Brown advised the Commission that a draft consent form has been created to replace the medical questionnaire originally suggested by the Department. Commissioner Rambo advised that he had received concerns about using the questionnaire due to future heart and lung benefit disqualifications for EMS personnel. The concerns have prompted the alternative consent form solution. DC Brown advised that there are about 14 volunteers were interested in becoming N95 mask fit testers and would be taking the required training.

With the consent of the Commission, this item was placed on the action item agenda.

8. Squad Truck Standards – L. Kelly / M. Buchanan / A. Love

Commissioner Rambo advised that the EMS Council, the Department, and the Fire Council have formed a joint committee to address Squad Truck Standards. DC Jay Brown noted that Rescue Chief Byron Andrews is the Chairman and that the Councils are planning to have recommendations regarding equipment and training within three months.

9. Implementation of NOVA Manuals – P. Brandenburg / M. Partlow

Deputy Chief Pat Brandenburg advised that the EOC personnel have completed NOVA manual training.

DC Brandenburg further noted that CAD Program Specialist Mike Carter has prepared a packet identifying the issues that need to be addressed prior to the implementation of the NOVA manuals. DC Brandenburg stated that the Fire Council has requested time to understand the full scope of the manuals and has scheduled a 7 April workshop with Operations and Communications staff to address any issues. Commissioner M. Buchanan advised that 14 April is scheduled as an alternative workshop date for the Fire Council.

Commissioner Rambo suggested suspending the 1 April implementation of the NOVA manuals indefinitely until a final review can be completed. All Commissioners agreed to consider the deferral as an action item.

10. Tracking Apparatus Staffing – M. Partlow / I. Buchanan

DC Partlow advised that the ECC is not including manpower data since they are not receiving verbal confirmation of apparatus staffing from every company.

Commissioner M. Buchanan stated that he would address this problem at the Fire Council meeting on 9 April to make certain that the Chiefs are enforcing the policy with their personnel. Commissioner I. Buchanan added that he feels 75% of the companies are following the policy and the ECC should begin to enforce the guidelines by asking responding apparatus to report their manpower.

Communications manager, Patty Turner, stated that she estimates that 35% of the fire companies are reporting their staffing levels.

Commissioner Rambo requested Communications begin to track staffing levels during April. DC Partlow advised he would instruct the ECC to begin recording manpower. DC Partlow also advised that Mike Carter is investigating a CAD modification that would assist with manpower tracking.

11. Stand-by Retirement Point Credit – J. Habib

Commissioner Love advised that discrepancies have occurred in granting retirement point credits for running calls. Commissioner Love noted that in order to receive the points for running a call, you must respond to the call, be on the scene of the call, or be in the dispatched unit. She advised that in-station personnel would receive a point for every three hours of notified duty served. Commissioner Love advised that some stations have confused the definitions for "Running calls" and "Points for hours on duty." Commissioner Love noted that this interpretation has been forwarded from the Benefits Committee to the affected companies.

Commissioner Habib advised that Ashburn Fire and Rescue would be requesting the Commission to reconsider the Benefit Committee's interpretation. Commissioner Rambo suggested that Commissioner Love, Commissioner Habib, and EMS Council Chair Leo Kelly meet to further clarify the specific questions and issues that Ashburn Fire and Rescue has with the Benefit Committee's determination.

12. Minimum Age for Officer in Charge (OIC) on Apparatus - D. Rambo

Commissioner Rambo advised he has received complaints regarding apparatus responding with the officer-in-charge under the age of 18. One of the complaints was received from a mutual aid jurisdiction. DC Jay Brown recommended that the Commission address this issue due to OEMS rules and regulations. Commissioner M. Buchanan stated that designation as the OIC should be based on training and should be considered on an individual basis. The Commission agreed not to act on this issue for the present.

13. Sterling Volunteer Fire Company Apparatus Bond – D. Rambo

Commissioner M. Buchanan advised that Sterling Fire has requested that the Board of Supervisors endorse their proposal to obtain a private activity bond for the purpose of purchasing two fire engines. The Commission agreed to move consideration of a recommendation to the Board of Supervisors to the action item

agenda.

VII. ACTION ITEMS:

1. Consideration of Minutes from 24 February 2004 Commission meeting – A. Hackney

A motion was made by Commissioner Love and seconded by Commissioner Muller to approve and endorse the 24 February Commission minutes.

The motion was adopted 6-0-0-1 (Chief Griffin excused)

2. Recommendation to the Public Safety Committee regarding the Purcellville Rescue Squad's Request for a \$600,000 Grant – D. Rambo

A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to forward a recommendation to the Public Safety Committee advising that the Commission believes that the Purcellville Rescue Squad requires a new station. The Commission further is unable to make a recommendation regarding Purcellville Rescue Squad's request for a \$600,000 grant due to the lack of project financial information.

The motion was adopted 6-0-0-1 (Chief Griffin excused)

Purcellville Rescue member Jack Merritt stated after the vote that Purcellville Rescue's Board of Directors voted to forward financial information to the Public Safety Committee and the Commission.

3. Recommendation to the Board of Supervisors regarding Sterling Volunteer Fire Company's Request for Endorsement of a Private Activity Bond – D. Rambo

A motion was made by Commissioner Rambo and seconded by Commissioner Love to forward a recommendation to the Board of Supervisors endorsing the plan of the Sterling Volunteer Fire Company to issue private activity bonds in order to purchase two fire engines.

*The motion was adopted 5-0-1-1
(Commissioner M. Buchanan abstain, Chief Griffin excused).*

4. Consideration of a Change to Current Dispatch Policies to Add One Engine on Construction Accidents – D. Rambo

A motion was made by Commissioner Rambo and seconded by Commissioner Love to approve the addition of one engine on a construction site accident scene.

The motion was adopted 6-0-0-1 (Chief Griffin excused)

5. Guidelines for N95 mask FIT testing – D. Rambo

A motion was made by Commissioner Rambo and seconded by

Commissioner I. Buchanan to require N95 fit testing for all fire and rescue personnel and that either a consent form and/or a medical questionnaire shall be used for medical pre-screening

The motion was adopted 6-0-0-1 (Chief Griffin excused)

6. NOVA manual implementation postponement – D. Rambo

A motion was made by Commissioner Rambo and seconded by Commissioner Love to postpone the implementation of the NOVA Incident command manuals until further review. Department staff is to provide implementation recommendations no later than the Commission's May meeting.

The motion was adopted 6-0-0-1 (Chief Griffin excused)

VIII. ANNOUNCEMENTS:

1. Senior Leadership Conference – A. Love

Commissioner Love advised that the final agenda for the 17 April Senior Leadership Conference is being prepared and invitations to senior leadership have been mailed. An update to the agenda will e-mailed during the next week. Commissioner Muller advised that staffing issues would be mentioned during the round table discussions at the conference.

The conference will be held at the Ida Lee Recreational Center in Leesburg beginning at 0830 hours on 17 April.

2. Pediatric Safety and First Aid Day – L. Kelly / Jay Brown

DC Jay Brown announced that the Pediatric Safety and First Aid Day would be held at the County Administration Building on the 24 April. Two sessions are scheduled: 1000 – 1200 hours and 1400 – 1600 hours.

3. Safe Sitter – Jay Brown

DC Jay Brown announced that LCFR is holding a SAFE SITTER Course on 5-6 April at the Training Center. The course is open to boys and girls ages 11-13 who are interested in babysitting.

4. Miscellaneous Reminders – Jay Brown

DC Jay Brown reminded the Commission that nominations for the Hall of Fame and Clark Deener Awards are due by 7 April.

DC Brown also stated that due to the many critical incidents that have occurred over the past several weeks, he wanted to remind everyone that the Critical Incident Stress Management Team (CISM) is available for counsel.

DC Brown advised that the Valor Award luncheon is 31 March at the Lansdowne Resort.

IX. EXECUTIVE SESSION: None

X. ADJOURNMENT:

A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to adjourn the Commission meeting until the next scheduled date of 27 April 2004 at 1900 hours in the training center.

The motion was adopted 6-0-0-1 (Chief Griffin excused)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Douglas G. Rambo". The signature is stylized with a large, circular initial "D" and a long, sweeping horizontal stroke.

Douglas G. Rambo, Chairman
Fire and Rescue Commission